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ABSTRACT

The publication contains a user-oriented flow chart indicating necessary steps to be taken before setting up a career center and career planning or job hunting skills classes. Course outlines are presented for a three-unit course in career decision-making and a three-unit course in job hunting skills. A weekly plan of class activities is included for the 16-week career decision-making course. A career planning model is suggested. Sample handouts include: goals of the course, job analysis worksheets, guest speaker program description, job-related values, career decision matrix, and final project outline. A bibliography is suggested for those wishing to preview selected tests and student workbooks. (Author)

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HOW TO TEACH A 3-UNIT CAREER PLANNING COURSE

BEST COPY AVAILABLE

CALIFORNIA PERSONNEL GUIDANCE ASSOCIATION
LOS ANGELES MARRIOTT HOTEL
FEBRUARY 17-19, 1978

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

JACK R. JAVENS
CAREER COUNSELOR

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P.O. BOX 158
IMPERIAL, CA 92251
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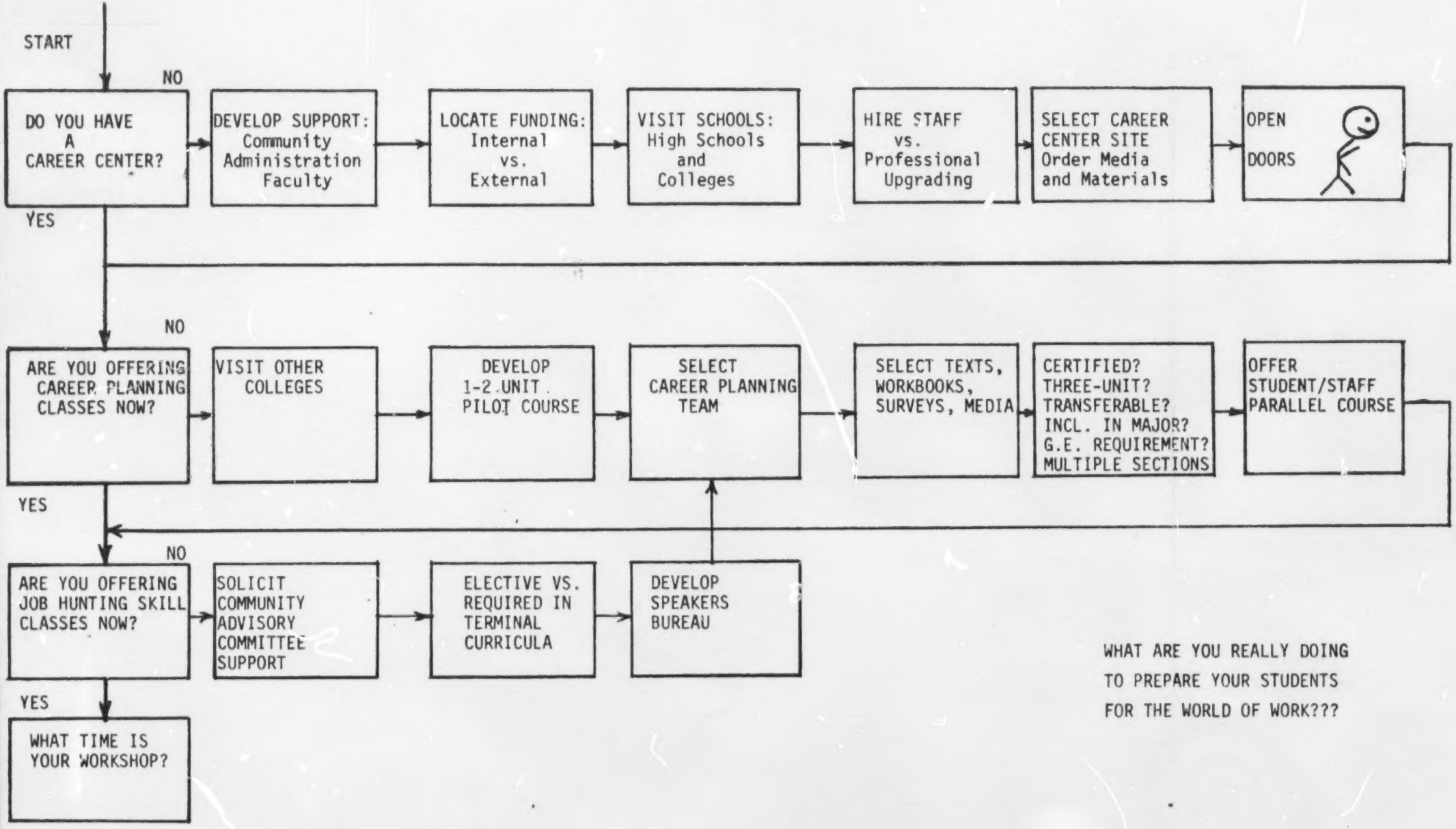
CG012612

CAREER PLANNING CLASSES IN A COMMUNITY COLLEGE


START
DO YOU HAVE A CAREER CENTER?
NO
YES
DEVELOP SUPPORT: Community Administration Faculty
LOCATE FUNDING: Internal vs. External
VISIT SCHOOLS: High Schools and Colleges
HIRE STAFF vs. Professional Upgrading
SELECT CAREER CENTER SITE Order Media and Materials
OPEN DOORS
ARE YOU OFFERING CAREER PLANNING CLASSES NOW?
NO
YES
VISIT OTHER COLLEGES
DEVELOP 1-2 UNIT PILOT COURSE
SELECT CAREER PLANNING TEAM
SELECT TEXTS, WORKBOOKS, SURVEYS, MEDIA
CERTIFIED? THREE-UNIT? TRANSFERABLE? INCL. IN MAJOR? G.E. REQUIREMENT? MULTIPLE SECTIONS
OFFER STUDENT/STAFF PARALLEL COURSE
ARE YOU OFFERING JOB HUNTING SKILL CLASSES NOW?
NO
YES
SOLICIT COMMUNITY ADVISORY COMMITTEE SUPPORT
ELECTIVE VS. REQUIRED IN TERMINAL CURRICULA
DEVELOP SPEAKERS BUREAU
WHAT TIME IS YOUR WORKSHOP?

WHAT ARE YOU REALLY DOING
TO PREPARE YOUR STUDENTS
FOR THE WORLD OF WORK???

SELECTED BIBLIOGRAPHY

A. Setting Up A Career Center

ED 109 590 — The Career Resource Center. Meerbach, John. ERIC Clearinghouse on Counseling and Personnel Services, Ann Arbor, Michigan, 1975. 146p. (2)

ED 112 213 — Career Resource Center: A Handbook For Implementation. Sullivan, Robert E. Rutgers, The State University, 1975. 96p. (1)

ED 113 442 — A Study Of Career Centers In The State Of California. Ellis, Stephen H. and others. Grossmont High School District, California, 1975. 191p. (2)

ED 117 292 — Career Development Resources: A Bibliography Of Audio-Visual And Printed Materials K-12. Minnesota State Dept. of Education, Pupil Personnel Services Section, St. Paul, 1975. 139p. (2)

CM 000 321 — Career Center Handbook. San Diego City Schools, 1974. 126p. (3)

The above microfiche may be purchased ($.15 @ page; min. order $3.00) from:

SMERC
333 Main Street
Redwood City, CA 94063

Career Resource Centers ($6.75) and Career Guidance Resources ($16.60) can be purchased from:

The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

B. Career Development Texts/Workbooks

1. Bartsch, Karl. Effective Personal And Career Decision Making. New York: Westinghouse Learning Corp., 1976. $8.95.

2. Chapman, Elwood N. Career Search - A Personal Pursuit. Chicago: SRA, 1976. $2.95.

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Also
ED 142 705 or CE 011 427 — Evaluation of Career Counseling and Career Center Programs at Imperial Valley College, Jack R. Javens, 1977, 80p. MF $0.83 HC $4.67

4. Ferguson, Jeff. The Career Guidance Class - II. Camarillo, CA: Walter T. Metcalf and Associates, 1974. $2.95.

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C. Job Hunting Skills Workbooks/Texts

1. Atherton, J.C. and Anthony Mumphrey. Essential Aspects of Career Planning and Development. Danville, Ill.: The Interstate Printers & Publishers, Inc., 1977. $9.75.

2. Bolles, Richard N. What Color Is Your Parachute. Berkeley, CA: Ten Speed Press, 1976. $4.95.

3. Dunphy, Philip W. Career Cevelopment For The College Student. Cranston, R.I.: The Carroll Press, 1976. $4.25.

4. Jackson, Tom and Davidyne Mayleas. The Hidden Job Market. New York: Quadrangle, 1977. $12.00.

5. Muraski, Ed J. Corner Your Career - II. Santa Ana, CA: D And E Publications, 1977. $2.95.

6. Powell, C.R. Career Planning And Placement For The College Graduate Of The '70s. Dubuque, Iowa: Kendall/Hunt Publishing Company, 1976. $4.95.

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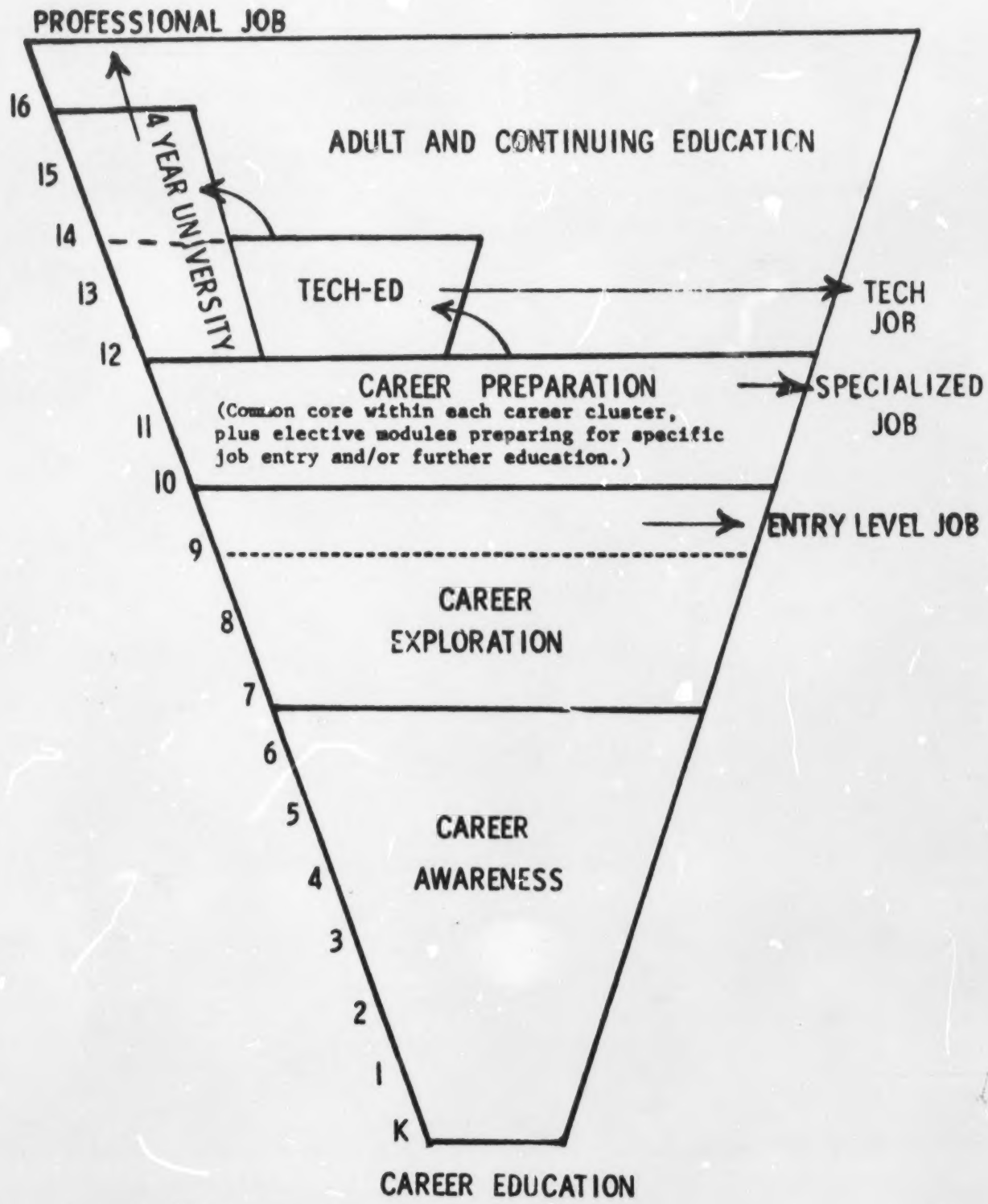
PROFESSIONAL JOB
16
15
14
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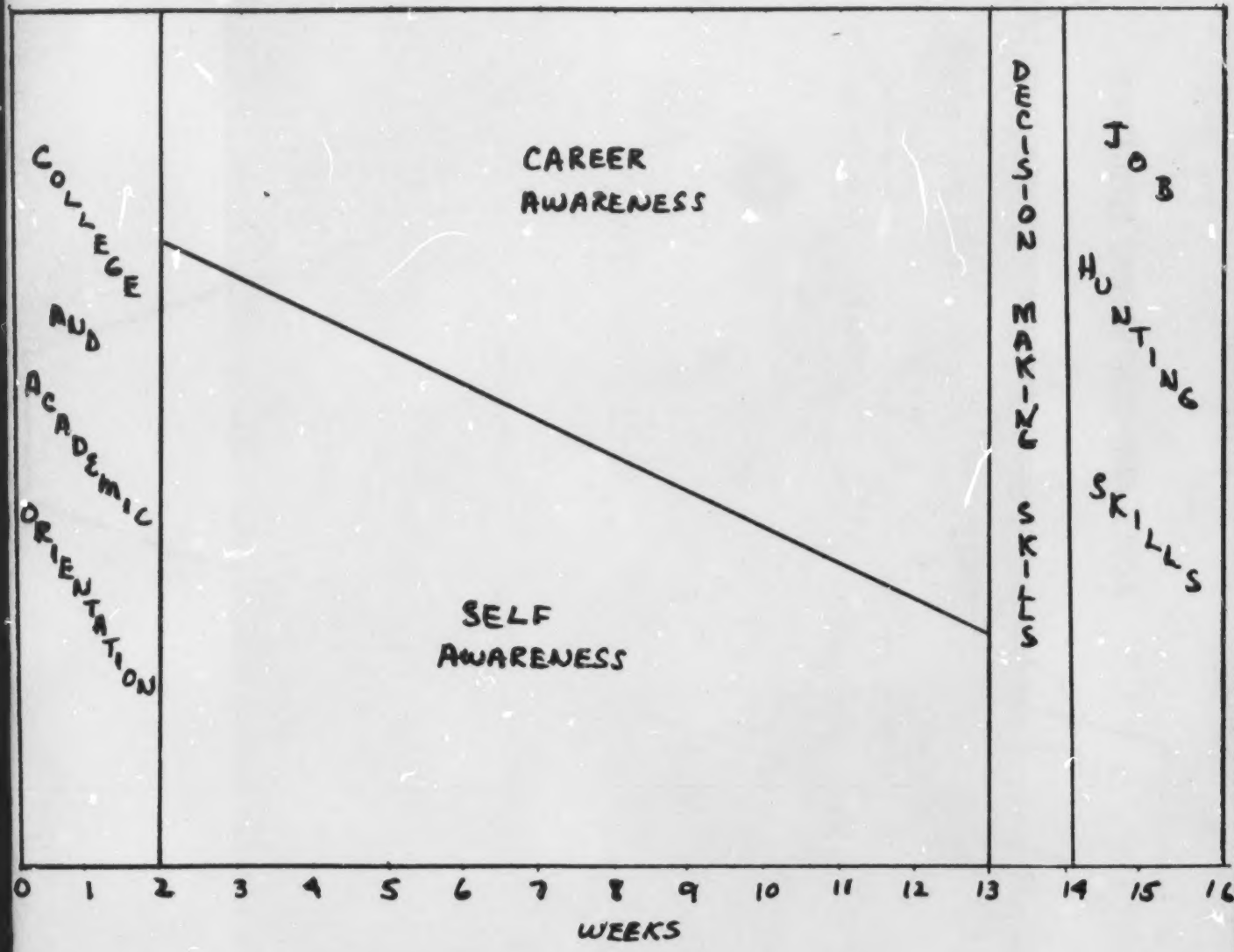
K
4 YEAR UNIVERSITY
ADULT AND CONTINUING EDUCATION
TECH-ED
TECH JOB
CAREER PREPARATION
(Common core within each career cluster, plus elective modules preparing for specific job entry and/or further education.)
SPECIALIZED JOB
ENTRY LEVEL JOB
CAREER EXPLORATION
CAREER AWARENESS
CAREER EDUCATION

PERSONAL AND CAREER DEVELOPMENT - IVC
THREE UNITS - 54 HOURS


COLLEGE AND ACADEMIC ORIENTATION
CAREER AWARENESS
SELF AWARENESS
DECISION MAKING SKILLS
JOB HUNTING SKILLS
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
WEEKS

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

Revision date _____

Course Title Personal and Career Development **Course Number** Psych 8/ H.R. 8 **Units** 1-3

I. Catalog Description:

This course examines the process a student would follow in making a realistic career decision. Students planning to enter professions involving helping relationships such as education, social work, counseling, psychology, community work, and related areas, in addition to students who are undecided about their own future, would profit from the course. Self-awareness will be appraised by testing and discussing interests, aptitudes, abilities, limitations, needs, and life goals. Career awareness will be facilitated by exploring the world of work in terms of occupational outlook, wages, training required, opportunities for advancement, and life styles.

II. Prerequisites, if any:

None

III. Course Goals:

A. Student Self-Awareness
B. Career Awareness
C. Ability to apply the decision-making process to career choice

IV. Most Important Reference Books: (e.g. those available in the Career Center)

Occupational Outlook Handbook
Dictionary of Occupational Titles
Career Opportunities
Vocational Guidance Manuals
V.I.E.W. Microfiche
Career Information Files
Filmstrips and Cassettes

V. **Outline of Course: (Indicate progression of course.)**

A. College Orientation

1. Historical Background
2. Student Government
3. Financial Aids
4. Student Activities
5. Orientation to Career Center
6. Development of Careers

B. Educational Planning

1. Grade and Credit Options
2. Departmental Programs
3. Educational Options and Alternatives
4. Tentative Education Plans
5. Work Experience-Internship Experience

C. Personal Development

1. Psychology of work
2. Values clarification
3. Needs identification
4. Self-concept
5. Personality
6. Motivation
7. Life goals
8. Decision-making

D. Career Development

1. Occupational and related majors
2. Career clusters
3. Setting realistic career goals
4. Interest inventory
5. Aptitude test
6. Worker attitudes and personality traits
7. Psychological physical limitations
8. Career values
9. Guest speakers
10. Community contact
11. Major job analysis
12. Supply and demand
13. Video tape interviews
14. Counseling interview
15. Resumes
16. Letter of application
17. Job interviews
18. Government careers

E. Intensive Career Center Lab Work Throughout Course

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: 30 Aug 77

From: Jack Javens

Re: Psych 8

Tuesday, 6 September, is the first day of class for the Fall 1977 semester. The first week of class should be devoted to housekeeping, discussing the content and goals of the course, and getting the students to know each other. No text book will be required this semester. I'll supply you with punched handouts for your student exercizes and lectures. All students are required to have a standard 3-ring binder or notebook.

Activities

1. Roll - Drop and Add
2. Name game
3. Instructor introduction
4. Explanation of course goals and grading policy
5. Discuss Career Planning Model
6. Student Autobiography

Materials Needed

1. Class roster - Drop and Add cards
2. Grading policy handout
3. Career Decision Model handout
4. General info handouts - IVC map, instructors' offices and phone numbers, academic divisions list.
5. Autobiography handout

We should meet again once a week on Friday mornings, 8 - 9 a.m., to discuss activities for the next week. Our first meeting this semester will be Friday, 9 September. Of particular interest this semester is a new aptitude test (CAPS) which I have ordered. This interfaces with the COPS interest test.

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: 7 Sept 77

From: Jack Javens

Re: Psych 8 Class Plan
WEEK # 2

Activities

1. Roll - Drop and Add
   Finalize roster with Admissions
2. Financial Aid briefing - Wilson
3. Student Government briefing - Abe Zambada
4. Student Activities briefing - Lauren Crutcher
5. H[illegible]ry of IVC - Instructor lecture
6. Squares Exercise

Materials Needed

1. Class roster
2. Drop and Add Cards
3. Pre-punched notebook paper
4. Squares packets (5)

Tentative Schedule for Guest Speakers

8:00	Tuesday 13 Sept	Room 304	Javens
12:30	Tuesday 13 Sept	Room 304	Standiford/Guzman
5:30	Tuesday 13 Sept	Room 103	Miller
4:00	Monday 19 Sept	Room 103	Javens

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: 14 Sept 77

From: Jack Javens

Re: Psych 8 Class Plan
WEEK #3

Activities

1. Review of Career Planning Model - Lecture
2. Classification of Careers - Lecture
3. Administer and Interpret COPS

Materials Needed

1. COPS Interest Survey (25)
2. COPS Profile and Guide (25)
3. Handout - Classification of Careers

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: All Counselors DATE: September 20, 1977

FROM: Jack Javens

SUBJECT: Psych 8 Class Plan, WEEK #4

Activities

1. Roll
2. Administer and Interpret CAPS
3. Vocabulary - Lecture
4. Introduction to Career Center
5. Exploring a Career - Job Analysis Worksheet

Materials Needed

1. Class roster
2. CAPS test booklets and profile sheets
3. Vocabulary handout
4. Job Analysis worsheets - practice

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: 27 Sept 77

From: Jack Javens

Re: Psych 8 Class Plan
WEEK # 5

Activities

1. Roll
2. Lecture - Grading and credit option
3. Lecture - Why work?
4. Filmstrip - Science Cluster
5. Hot Seat guest - Science Cluster
6. Career Center lab work

Materials Needed

1. Class roster
2. Grade and credit options worksheet - Handout
3. Filmstrip, cassette, projector, screen
4. Job Analysis worksheets - Handout

Assignment

Job Analysis worksheet - Science Professional Cluster

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: October 6, 1977

From: Jack Javens

Re: Psychology 8 Class Plan
Week #6

Activities

1. Roll
2. Career Cluster Share - Science Professional
3. Filmstrip - Science Cluster
4. Lecture - Communication
5. Exercize - One way/two way communication
6. Exercize - COPS Summary
7. Exercize - CAPS Summary
8. Exercize - COPS/CAPS Summary
9. COPS/CAPS Summary Share

Material Needed

1. Class roster
2. Filmstrip, cassette, projector, screen
3. COPS Summary - handout
4. CAPS Summary - handout
5. COPS/CAPS Summary - handout

Assignment

JAWS - Science Skilled Cluster

/b

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors

Date: October 12, 1977

From: Jack Javens

Re: Psych 8 Class Plan Week #7

Activities

1. Poll
2. Career Cluster Share - Science Skilled
3. COPS/CAPS Summary Share
4. Filmstrip - Science Cluster/Non-Traditional Careers for Women
5. Handbook graded JAWS - Science Professional
6. Vocabulary - Lecture
7. IVC Educational Alternatives - Lecture
8. California Higher Education System - Lecture

Material Needed

1. Class roster
2. Filmstrip, cassette, projector, screen
3. Graded JAWS - Science Professional
4. IVC Catalog
5. IVC Educational Alternatives - Handout

Assignment

1. JAWS - Technology Professional

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors **Date:** October 19, 1977

From: Jack Javens **Re:** Psych 8 Class Plan Week #8

Activities

1. Roll
2. Career Cluster Share - Technology Professional
3. Handback corrected JAWS - Science Skilled
4. Filmstrips (2) - Engineering/Non Traditional Careers for Women
5. Lecture - Nature of Man
6. Lecture - Self Concept
7. Exercise - Self Concept Rating Scale

Material Needed

1. Class roster
2. Graded JAWS - Science Skilled
3. Filmstrips/Cassettes/Projector/Screen
4. Handout - Self Concept Rating Scale

Assignment

1. JAWS - Technology Skilled

M E M O R A N D U M

Counseling Center
Imperial Valley College

To: All Counselors **Date:** October 19, 1977

From: Jack Javens **Re:** Psych 8 Class Plan Week #9

Activities

1. Roll
2. Career Cluster Share - Technology Skilled
3. Handback graded JAWS - Technology Professional
4. Filmstrips (2) - Computers/Electronics
5. Lecture - Needs
6. Exercise - N.A.S.A.

Materials Needed

1. Class roster
2. Graded JAWS - Technology Professional
3. Filmstrips/Cassettes/Projector/Screen
4. Handout - N.A.S.A. exercise
5. Handout - Maslow's Needs

Assignments

1. JAWS - Consumer Economics
2. Sign up for counseling interview

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: All Counselors DATE: 2 Nov 77

FROM: Jack Javens

SUBJECT: Psych 8 Class Plan
WEEK # 10

Activities

1. Roll
2. Career Cluster Share - Consumer Economics/Outdoor
3. Handback graded JAWS - Technology Skilled
4. Filmstrips - Government/Agriculture
5. Lecture - Values (Select guest speaker)
6. Exercise - Traditional American Values
7. Exercise - Bomb Shelter
8. Exercise - Work related values

Materials Needed

1. Class roster
2. Graded JAWS - Technology Skilled
3. Filmstrips/Cassettes/Projector/Screen
4. Handout - Traditional American Values
5. Handout - Bomb Shelter
6. Handout - Work related values and score sheet

Assignment

1. JAWS - Business Professional

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: All Counselors DATE: 9 Nov 77

FROM: Jack Javens

SUBJECT: Psych 8 Class Plan
WEEK # 11

Activities

1. Roll
2. Career Cluster Share - Business Professional
3. Handback graded JAWS - Consumer Economics/Outdoor
4. Filmstrips - Business Administration/Sales
5. Discuss and assign final project
6. Hot Seat Speaker - Business

Materials Needed

1. Class Roster
2. Graded JAWS - Consumer Economics/Outdoor
3. Filmstrips/Cassettes/Projector/Screen
4. Handout - Final Project
5. Sample final projects

Assignments

1. JAWS - Business Skilled/Clerical
2. Final Project

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: All Counselors DATE: 11/16/77

FROM: Jack Javens

SUBJECT: Psych 6-Class Plan-Weeks 12 and 13

Activities

1. Roll
2. Career Cluster Share - Business Skilled/Clerical
3. Hand back graded JAWS - Business Professional
4. Filmstrips - Business Office Skills/Banking and Insurance
5. Lecture - Goals and Motivation
6. Excercise - I would like
7. Excercise - Life Goals
8. Hot Seat Guests (2)
   a. Tuesday - November 22 - 12:30 - Room 304
      Dr. Jeffrey Weigand - County Geothermal Administrator

   b. Wednesday - November 23 - 12:00 - Room 1604
      Al Gunn - Special Agent - FBI

Materials Needed

1. Class roster
2. Graded JAWS - Business Professional
3. Filmstrips/Cassettes/Projector/Screen
4. Handout - I Would Like
5. Handout - Life Goals

Assignment

1. JAWS - Communications (or JAWS of choice)

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: ALL COUNSELORS DATE: 30 NOVEMBER 1977

FROM: JACK JAVENS

SUBJECT: PSYCH 8 CLASS PLAN, WEEKS 14&15

ACTIVITIES

1. Roll
2. Career Cluster Share - Communications; Art (PorS); Service (PorS)
3. Hand back graded JAWS
4. Filmstrips - Journalism; Education; Social Work
5. Brainstorming - Lecture
6. Brainstorming - Exercises
7. Alternatives - Lecture
8. Alternatives - Exercises
9. Decision Making - Lecture
10. Decision Making - Exercises

MATERIALS NEEDED

1. Class Roster
2. Corrected JAWS
3. Projector, Screen, Filmstrips, Cassettes
4. Handout - Do You Know All The Alternatives
5. Handout - Choosing Between Alternatives
6. Handout - Decision Making Grid

ASSIGNMENTS

1. All JAWS should be handed in before vacation (10 Total).
2. Individual Interviews
3. Final Project Review - Due one week before scheduled final exam.

M E M O R A N D U M

Counseling Department
Student Services Center
Imperial Valley College

TO: All Counselors DATE: December 15, 1977

FROM: Jack Javens

SUBJECT: Psych 8/HR 8 Class Plan, Weeks 16, 17, 18

Activities

1. Roll
2. Hand back all corrected Job Analysis Worksheets
3. Collect, correct and hand back corrected final projects
4. Final projects - share in class
5. Job getting skills exercises
   a. Application for Employment
   b. Resume writing
   c. Letter of application
   d. Practice interviewing
6. Films - E.D.D. (3)
7. Assign final grades

Materials Needed

1. Class roster
2. Corrected Job Analysis Worksheets
3. Corrected Final Projects
4. Booklets - Applying for a Job
5. Worksheets - Applying for a Job exercises
6. Newspaper want ads
7. Films (EDD-3), Projector, Screen
8. Final class grade sheets

TRY CHOICE - NOT CHANCE IN PLANNING YOUR FUTURE

Career Planning Model

1. Self Awareness

Interests	Needs
Abilities	Limitations
Aptitudes	Life Goals
Values	

2. Career Awareness

Salary	Geographic Area
Advancement	Training Required
Outlook	Job Description

3. Decision Making

Alternatives	Probability of Success
Capabilities/Motivation	Possibility of Failure
Situation Difficulty	Work Values

4. Training

On-the-Job	Community Colleges
Technical Trade School	4-year College/University
Apprenticeship	Graduate School

5. Job Hunting Skills

Locating Openings	Employer's Application	Interviewing
Contacting Employers	Resume	Follow-up
Letter of Application	Interview Preparation	Holding the Job

6. Job

7. Career (various jobs within the same interest area)

NAME: _____

JOB ANALYSIS WORKSHEET

Career Cluster:

Job Title:

Brief Description of Job:

Necessary Interests:

Abilities:

Education Required:

Employment Outlook:

Wages/Salary:

Where to Write for Further Information:

Related Jobs:

1.

2.

3.

4.

Sources of Information for Worksheet:

Grading Policy - Psych 8/H.R. 8
Personal and Career Development

The goal of this course is to help you make a realistic career decision so you can better choose a major or program at IVC. It would be extremely difficult, if not impossible, to devise a test to measure the degree to which you completed that goal and then assign a letter grade. Therefore, since there are no tests per se in Psych 8/H.R. 8, we plan to grade you on class assignments, workbook, final project, and attendance according to the following breakdown:

25% Class Assignments - During the semester you will be assigned approximately 10 job analyses (one page) on various career clusters. These will be graded, discussed, and handed back for you to retain in your class folder. Please turn these assignments in on time.

25% Workbook - The course text-workbook should be completed throughout the semester at the direction of the instructor. Information for the workbook will be provided by the instructor, guest speakers, various surveys, and your own positive thinking. Your workbook will be graded at the end of the course.

25% Project - This final project will take the place of your final exam. Each student is asked to study, interview, and report on one particular career in depth. The instructor will provide suggested guidelines for the project; however, you may change this to suit your needs. The report (4-6 pages) will be due one week before the last day of class.

25% Attendance - Attendance is very important in this course since much of the classroom activity involves sharing ideas with your classmates and interacting with others to receive feedback throughout the decision making process. All missed classes will be treated as an absence, unless you have an official excuse for attending an IVC sponsored activity. Your instructor will further explain the IVC attendance policy.

Class participation will be considered in your evaluation if you are on the borderline between grades.

Feel free at anytime during the semester to discuss your progress in the course with your instructor. You may wish to complete some extra credit assignments to improve your grade.

We hope this will be a rewarding experience for you. The counseling staff and Career Center is determined to make your stay at IVC a meaningful one and will do everything possible to help you with your career plans.

EVALUATION
PSYCH 8/HR 8

The objectives of this course are:

A. To help the student gain self-awareness in terms of their interests, aptitudes, needs, values, and goals.

B. To help the student gain career-awareness by examining job duties, wages, occupational outlook, training required, and interviewing professionals in the community.

C. To develop decision-making skills integrating self-awareness and career-awareness.

D. To build job-hunting skills in preparing to enter the world of work.

(circle one)

1. In your opinion, were these objectives achieved?

   Yes No Partially

2. What were your career plans before you took Psych 8/HR 8?

   Undecided Definite Tentative

3. What are your career plans now?

   Definite Undecided Tentative

4. If you have changed career plans since the beginning of the course (answer to question 2 different than 3), can you attribute the change to something in the course?

   Unchanged Yes No

5. If no change in your plans took place (answer to question 4 unchanged), did the course help to strengthen your decision?

   N/A Yes No

6. If you are still undecided about your career plans (answer to question 3 undecided), do you at least feel you are better informed about what is involved in a career decision?

   N/A Yes No

7. Would you recommend this course to other students who are undecided?

   Yes No

8. Please make any constructive comments on how this course could be improved. (Use back of page if necessary.)

A REMINDER

You have a date on the I.V.C. Hot Seat!

Day:

Date:

Time:

Our I.V.C. Hot Seat program is in full swing for this semester. I have scheduled a few professionals from our community to visit our campus and share their experiences and careers with a group of 20-30 students. We would like you to present a short talk (10-15 minutes) about your job. The remainder of the hour will be devoted to answering questions from the students. Some suggestions for your presentation might be:

1. Job description and duties
2. How you decided on this profession
3. Academic preparation or job training needed
4. Salary ranges
5. Chances for advancement
6. Employment prospects and trends
7. What you like most and least about your job
8. Anything else you feel would be helpful for students interested in this career

I have included an additional sheet which would help us in publicity through the I.V. Press and in introducing your presentation. Please fill it out at your earliest convenience and return it to me in the enclosed envelope.

A few days before your scheduled appearance, I will contact you by phone to confirm our appointment and to arrange a time that I could visit you to deliver a few copies of a flyer advertising your presentation plus a parking permit for our V.I.P.'s. At that time I will tell you how to get to I.V.C. and where to go on campus.

The Students and Staff at I.V.C. sincerely thank you for your community interest and commitment to education. I hope you will be able to stay for lunch in the Faculty Lounge following the program so that we could talk with some of the various instructors.

Sincerely yours,

Jack R. Javens
Career Counselor

SERVING IMPERIAL COUNTY

IVC
IMPERIAL VALLEY COLLEGE
P. O. BOX 158 • IMPERIAL • CALIFORNIA • 92251
714-352-8320
355-1193
356-2286

CAREER SKETCH

NAME:

PROFESSION:

WHERE EMPLOYED:

PREVIOUS EMPLOYMENT

Company/Institution	Position	Dates

How long have you lived in the Imperial Valley?

SCHOOLS/COLLEGES ATTENDED:
Degrees held (if any)

COMMUNITY ORGANIZATIONS:

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CHOOSING THE RIGHT CAREER FOR YOU

This activity has been designed to help you sort out your values that relate to selecting a career field. Before you can intelligently select a career field, you must decide upon the standards you will use to make your decision. Factors that most people consider important in choosing a career field are listed in pairs below. Look at each pair and place an X in the box beside the one that is more important to you. Concentrate and work rapidly through this activity. It will have meaning for you only if you are honest.

PAIRED COMPARISONS

☐ Helping other people	☐ Power and authority
☐ Security	☐ Independence
☐ Making money	☐ Creative expression
☐ Associating with people I like	☐ Freedom to change jobs
☐ Power and authority	☐ Recognition and prestige
☐ Independence	☐ Geographical area
☐ Creative expression	☐ Adventure and excitement
☐ Freedom to change jobs	☐ Freedom from stress
☐ Expression of religious values	☐ Power and authority
☐ Geographical area	☐ Security
☐ Making money	☐ Geographical area
☐ Adventure and excitement	☐ Making money
☐ Associating with people I like	☐ Adventure and excitement
☐ Freedom from stress	☐ Associating with people I like
☐ Helping other people	☐ Expression of religious values
☐ Recognition and prestige	☐ Independence
☐ Security	☐ Leisure time
☐ Geographical area	☐ Creative expression
☐ Making money	☐ Doing work I like
☐ Adventure and excitement	☐ Freedom to change jobs
☐ Associating with people I like	☐ Working environment
☐ Independence	☐ Helping other people
☐ Leisure time	☐ Recognition and prestige
☐ Creative expression	☐ Security
☐ Doing work I like	☐ Geographical area
☐ Freedom to change jobs	☐ Making money
☐ Working environment	☐ Adventure and excitement
☐ Helping other people	☐ Security
☐ Recognition and prestige	☐ Geographical area
☐ Security	☐ Making money
☐ Geographical area	☐ Adventure and excitement
☐ Making money	☐ Associating with people I like
☐ Adventure and excitement	☐ Freedom from stress
☐ Leisure time	☐ Power and authority
☐ Creative expression	☐ Expression of religious values
☐ Doing work I like	☐ Independence
☐ Freedom to change jobs	☐ Leisure time
☐ Working environment	☐ Creative expression
☐ Power and authority	☐ Making money
☐ Expression of religious values	☐ Adventure and excitement
☐ Independence	☐ Associating with people I like
☐ Leisure time	☐ Freedom from stress
☐ Making money	☐ Helping other people
☐ Adventure and excitement	☐ Recognition and prestige
☐ Associating with people I like	☐ Security
☐ Freedom from stress	☐ Geographical area
☐ Helping other people	☐ Creative expression
☐ Recognition and prestige	☐ Doing work I like
☐ Security	☐ Freedom to change jobs
☐ Geographical area	☐ Working environment
☐ Doing work I like	☐ Power and authority
☐ Freedom to change jobs	☐ Expression of religious values

☐ Working environment	☐ Independence
☐ Power and authority	☐ Associating with people I like
☐ Expression of religious values	☐ Freedom from stress
☐ Associating with people I like	☐ Helping other people
☐ Freedom from stress	☐ Recognition and prestige
☐ Helping other people	☐ Freedom to change jobs
☐ Recognition and prestige	☐ Working environment
☐ Working environment	☐ Power and authority

PAIRED COMPARISONS

☐ Recognition and prestige	☐ Expression of religious values
☐ Geographical area	☐ Leisure time
☐ Adventure and excitement	☐ Doing work I like
☐ Freedom from stress	☐ Working environment
☐ Expression of religious values	☐ Security
☐ Leisure time	☐ Making money
☐ Doing work I like	☐ Associating with people I like
☐ Recognition and prestige	☐ Helping other people
☐ Independence	☐ Expression of religious values
☐ Leisure time	☐ Independence
☐ Creative expression	☐ Leisure time
☐ Doing work I like	☐ Creative expression
☐ Freedom to change jobs	☐ Doing work I like
☐ Working environment	☐ Freedom to change jobs
☐ Power and authority	☐ Security
☐ Expression of religious values	☐ Geographical area
☐ Independence	☐ Making money
☐ Leisure time	☐ Adventure and excitement
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☐ Freedom to change jobs	☐ Independence
☐ Working environment	☐ Leisure time
☐ Power and authority	☐ Adventure and excitement
☐ Expression of religious values	☐ Associating with people I like
☐ Independence	☐ Freedom from stress
☐ Adventure and excitement	☐ Helping other people
☐ Associating with people I like	☐ Recognition and prestige
☐ Freedom from stress	☐ Security

☐ Helping other people	☐ Doing work I like
☐ Recognition and prestige	☐ Freedom to change jobs
☐ Security	☐ Working environment
☐ Freedom to change jobs	☐ Power and authority
☐ Working environment	☐ Expression of religious values
☐ Power and authority	☐ Freedom from stress
☐ Freedom from stress	☐ Helping other people
☐ Helping other people	☐ Working environment

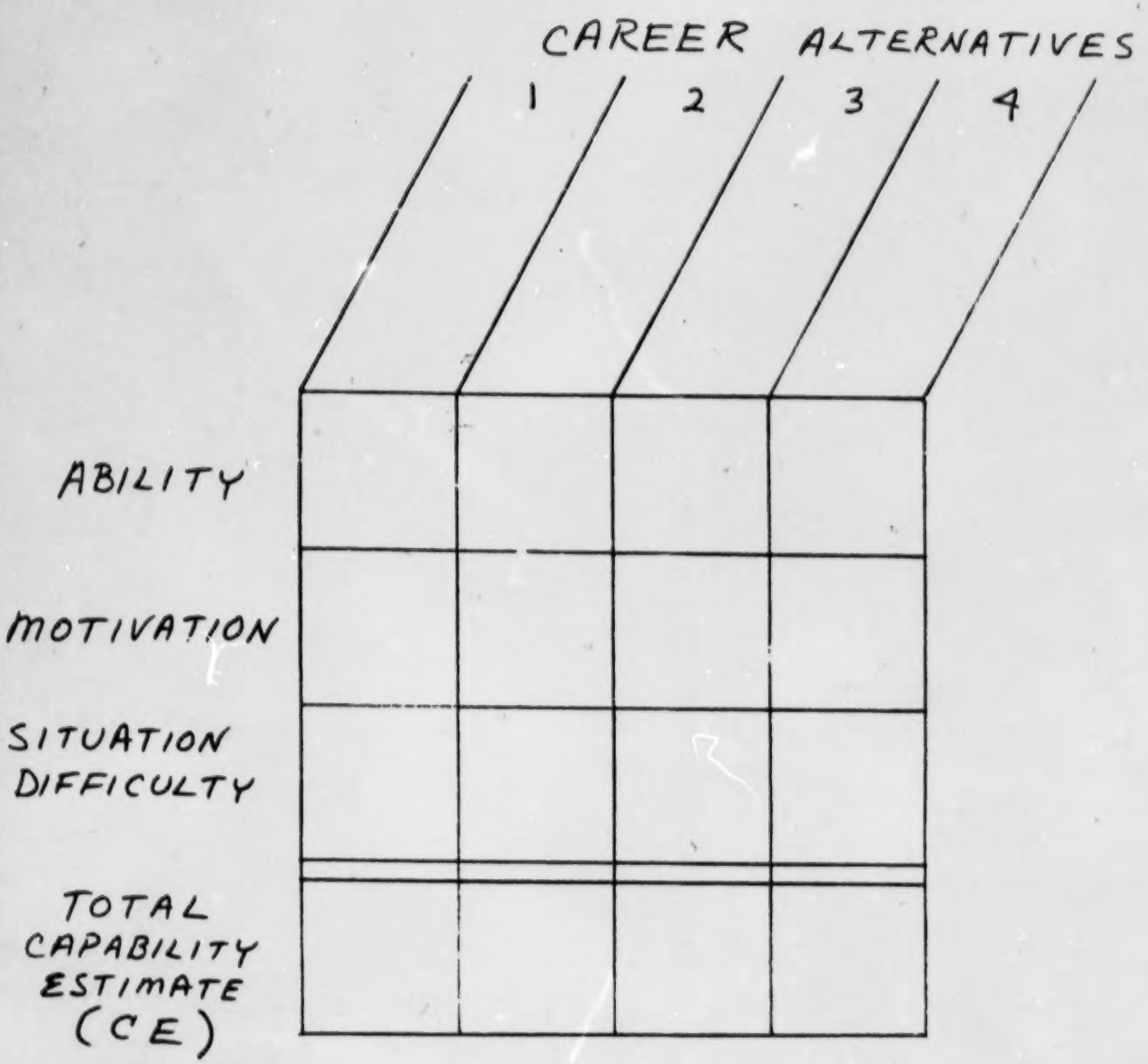
Count the number of times you chose each of the following factors and record the figure beside the factor listed in the left column; then, rank the factors in descending order in the right column. These are values that are important to you in selecting a career field.

_____	Helping other people	1.	_____
_____	Recognition and prestige	2.	_____
_____	Security	3.	_____
_____	Geographical area	4.	_____
_____	Making money	5.	_____
_____	Adventure and excitement	6	_____
_____	Associating with people I like	7.	_____
_____	Freedom from stress	8.	_____
_____	Power and authority	9.	_____
_____	Expression of religious values	10.	_____
_____	Independence	11.	_____
_____	Leisure time	12.	_____
_____	Creative expression	13.	_____
_____	Doing work I like	14.	_____
_____	Freedom to change jobs	15.	_____
_____	Working Environment	16.	_____

CAREER DECISION MATRIX

RANK ORDER	WORK VALUES	UTILITY WEIGHT	CAREER ALTERNATIVES 1	2	3	4
			CE	CE	CE	CE
			PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___
			PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___
			PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___
			PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___	PE = ___ PE × UW = ___
	TOTAL PE × UW					
	CE (PE × UW)					
	RANK ORDER ALTERNATIVES					

Estimate Your Capability



PERSONAL AND CAREER DEVELOPMENT
FINAL PROJECT GUIDELINES
PSYCH 8

The crowning fortune of a man or woman
is to be born to some pursuit
which finds them employment and happiness,
whether it be to make baskets or broadswords,
or canals, or statues, or songs.

- Ralph Waldo Emerson

The goal of this course is to help you make a realistic career decision. Throughout the semester you have been learning more about yourself and exploring careers with that goal in mind. In addition to our classroom activities, the various media and information in the Career Center should be providing you with some insight into the world of work.

Even with this preparation, there are many things you might not discover unless you talk with professionals who are actually working in the field. This final project will give you an opportunity to discuss your tentative career plans with these people. Your instructor will also ask that you explore the career in more depth than is required on the weekly JAWS assignments.

The project is due one week before the scheduled final exam for your Psych 8 section. It should be typed or neatly written and contain a minimum of 1500 words (six typed pages). The grade received on this project will comprise 25% of your final course grade. It's important that you check with your instructor at least once on an individual basis after you have decided which career to research. Meet with your instructor only after you have developed a rough draft of your project. He/she will be able to offer suggestions that will make the assignment more meaningful to you and hopefully improve your grade.

There are no strict guidelines on how to organize your project - only that you PERSONALIZE the information you present, that is, after discussing an important point, tell what that information means to you. Here are some areas that you may want to include in your project. You are not required to answer all or any of these - they are only suggestions. You may attach any brochures, pamphlets, etc. to your report that you wish. Good luck and good hunting!

A. Name the career you have chosen to explore and, in depth, explain why you chose this particular one. Include topics such as your interests, abilities, aptitudes, values, personality, and life goals.

B. What resources did you use to explore this career? You should list the people you interviewed, including their employer, address, and phone number. What media did you use in the Career Center, Library, etc.?

C. Here are some questions you should be able to answer about a career before you commit yourself in terms of time and money in the preparation for that career.

1. What are the specific training or education requirements? What kind of training? How much education? Where are the schools located? What will it cost? What are some of the major courses one must take?
2. What other qualifications are needed? Does the career demand a certain trait, skill, or aptitude I do or do not have?
3. What are the duties of the job? Would I like it? Is it the sort of thing I could do over a long period of time? Does it involve supervising others?
4. What is the work environment? Is the occupation only in a factory? Office? Outdoors? Indoors? What about the hours? Is this where I would like to work?
5. What is the earning potential? Will I be able to make enough money to support myself? Support a family? What is the earning potential 5-10 years from now?
6. Where could I find such a job? Only in a big city? Would I like the geographical location?
7. What is the employment outlook? Will there be openings after I complete my education? Be specific on this one!
8. Will the career permit me to live the life-style I seek? How much freedom will I have? What are the pressures? Will the job be at least somewhat in harmony with my personal values?
9. Does this career mean I would be forced to work for a big organization, small company, or be self-employed? If so, would I be able to cope with it?
10. After education or training, would I be able to be employed in any other careers?
11. Does this career require overtime work? Do I get paid for it? How about vacations? Fringe benefits?
12. Could you see yourself functioning well in this career area? Would there be enough to challenge you or would it bore you?

D. To what degree are you sure this career would meet your needs? How firm is your decision? What are some of the next steps you are going to take? How much confidence do you have about your ability to succeed in this endeavor?

"SUCCESS - THE PROGRESSIVE REALIZATION OF A WORTHY GOAL."

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

Revision date October, 1977

Course Title Personal Development for Employment Course Number Bus. 19 Units 3

I. Catalog Description:

A thorough study of the process and practice of obtaining employment in the business world. Designed to meet the special needs of students in the fields such as: Marketing/Distribution; Business Supervision; Secretarial-Clerical; Accounting-Bookkeeping; and Data Processing; etc. Skills development in the areas of job search, employer contact, resume writing, interviewing techniques, interview follow-up, proper dress, and job-holding practices.

II. Prerequisites, if any:

III. Course Goals: Provide students with the tools and skills needed to obtain employment.

IV. Most Important Reference Books: (e. g. those available in the library)

College to Career - John Shingleton - McGraw-Hill Book Company

What Color is Your Parachute - Richard Nelson Bolles

Career Emphasis Series - Olympus Publishing Company

Emphasis Change 1 - Olympus Publishing Company

Emphasis Change 2 - Olympus Publishing Company

DESCRIPTOR

BUSINESS 19 PERSONAL DEVELOPMENT FOR EMPLOYMENT

A thorough study of the process and practice of obtaining employment in the business world. Designed to meet the special needs of students in the fields of Marketing-Distribution, Business Supervision, Secretarial-Clerical, Accounting-Bookkeeping, and Data Processing.

Required course for students in certif: te programs and degree programs in the Business Divisi:.

PERSONAL DEVELOPMENT FOR EMPLOYMENT

1. The Business Enterprise

Types of Business Organizations

Advantage and disadvantage of working for each type

The Profit Motive

Competition in business

Capitalistic vs. other forms

2. What Does an Employer Expect of an Employee

Find out what is expected (ask)

Productivity

Appearance and dress

Attitude

Willingness to learn

Versatility

Accept responsibility

Develop communications skills

Apply knowledge and skills learned previously

3. How to Locate Potential Employees

Take check of yourself first

Consider your skills training

Aptitudes and personal interests, etc., before you specify the types of businesses you might work for

Identify the types or kinds of businesses that could relate to your career goals, interests, etc.

Compile a list of potential employers from:

Friends and relatives in the work force

Newspaper

Trade and association publications

Yellow pages of telephone directory

State Employment Offices (California is EDD)

Your school career or Placement Center

Your school or college instructors

Direct employer contacts

Federal job information center

Local government offices (Federal, State, County, City)

Labor Unions

Private employment agencies

Community service agencies

Former employers

4. Your Documentation

Letters of recommendation

School or college certificates, degrees, etc.

College transcripts

Military records

Resume

Verification of community services

5. The Application Process

Possible steps in the process - "The do's and the dont's"

a. Phone and personal contact

b. Letters of application

c. Filling out application forms
(How to fill in holes in your application)

d. Pre-employment testing

e. Preparing for the interview

f. How to identify and communicate interests, hobbies, community activities, and educational goals that would look good when applying for a specific job

6. Before the Interview (Preparation)

Get information on the company and interviewer
(brochures, advertising, etc.)

Get an appointment

Consider your dress-grooming

Practice interviews

Consider your self-image and physical condition

Practice makes perfect

Ask for help to insure you will make a good impression

7. The Interview

Eye contact

Poise

Posture

Self-image

Vocabulary

Answer questions naturally and honestly

Ask proper questions:

Advancement

Money

Fringe benefits

BUT - - - - - Ask closing positive questions

Close and departure

8. The Follow Up

How to and when

To what extent

What to do if rejected

A lot of class time could be devoted to practice peer interviewing, community guest speakers, practice live interviewing downtown.